

City of Roswell  
Department: Recreation, Parks, Historic & Cultural Affairs  
Division: Recreation  
Job Recruitment Title/Descriptor: Active Adult Program Supervisor  
City Title: Program Supervisor I, FLSA Status: Full-time (Exempt)  
Reports to: Program Coordinator, Mary Rummell  
Hiring Salary Range: \$45,406 - \$59,010  
Posting Date:

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**Background:**

The City of Roswell seeks a qualified Active Adult Program Supervisor to be responsible for planning, organizing and implementing the following activities:

- Educational/Cultural Programs
- Visual Art Programs
- Technology Programs
- Social Programs
- Monthly Luncheons
- Athletic Programs
- Special Events

**Examples of Position Responsibilities:**

- Hires, supervises, schedules, and evaluates volunteers, part-time staff and instructors.
- Coordinates with other staff the planning, organizing, and implementing of shared programs and facilities.
- Helps write, articulate and implement the Active Adult program plan, tracking Key Performance Indicators and making revisions and adjustments annually through an inclusive process.

**Education/Experience:**

- Bachelor's degree from college or university with emphasis in recreation or sport management or related field or at least (3) years' experience in recreation field including supervision of staff and programs; and fiscal responsibilities.
- Experience working with the 50+ population
- American Red Cross CPR/First Aid/AED Certification
- Must possess a valid Georgia driver's license

**Additional Requirements:**

- This position will need to be flexible with work arrangements and mobile between multiple sites as needed. The position requires some on-call duty and the ability to work during holidays, and nonstandard hours whenever the need arises.
- Physical Ability: Tasks require the ability to exert light to moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-50 pounds).

## **SUPPLEMENTAL QUESTIONS**

Please attach responses to the below questions to your application.

1. What is the most interesting program you have managed in the past?
2. What unique skill or quality do you possess or will bring to the position that another candidate likely will not?
3. Please describe in detail how your background/experience would be applicable for this position.